

ADULT FOSTER CARE LICENSING ADVISORY COUNCIL  
MEETING MINUTES

October 19, 2006

**Members Present**

Cynthia Farrell, Ellen Sugrue Hyman, Sandra Kilde, Karen LaFave (via telephone), Phillip Lancaster, Michelle Mull, Kathleen Murphy, Sally Steiner

**Members Absent**

Roman Avant, Patricia MacKinnon, Dave Verseput

**Absent Members Represented**

Jon Ferguson for Dave Verseput

**Public Attendee**

Allen Adams

**Adult Foster Care/Home for the Aged Licensing Staff**

Deborah Wood, Division Director

Marva Chambers, AFC Secretary

Kathleen Murphy called the meeting to order and indicated a quorum was present.

**Approval of Minutes – November 15, 2005**

Approved

**Approval of Agenda**

Approved

**Review Council Roster - Deborah Wood**

Council members were asked to update their information on the member roster. Sandra Kilde, Karen LaFave and Sally Steiner's terms expired December 31, 2005. All were in agreement to proceed with members whose terms had expired until a new member is appointed or they are reappointed.

Deborah Wood introduced Michelle Mull. Michelle was appointed to complete Marianne Huff's position on the Council (12-31-07) representing Michigan Protection and Advocacy Services, Inc. Marianne Huff resigned from the Council on May 12, 2006 when she left employment with Michigan Protection and Advocacy.

**Review By-laws - Deborah Wood**

After review of the Council Bylaws (amended August 31, 2004) the Council agreed to table consideration of review of the following suggested amendment until the February 15, 2007 meeting:

- Remove secretary from number 3 which now reads:

*The Council, by majority voice vote or ballot, shall elect a Chairperson, Vice-Chairperson, and Secretary each February or the next regular meeting following February if no meeting is held in February and each officer's term shall begin on the date of election and end when duly replaced by a regularly conducted election. The Chairperson shall preside over all meetings and in his/her absence, in the following order; the Vice-Chairperson and the Secretary shall preside. An elected officer may be removed from office by a vote of 2/3 of the Council members, providing a member of the Council gives the intent of such action at a preceding meeting.*

Marva Chambers was asked to send draft of Bylaws indicating above amendments to Council members 30-days prior to the next meeting.

Deborah also mentioned that according to the Bylaws, the Council will need to elect a new chair and vice-chair at the February meeting.

#### **Division/Bureau Updates - Deborah Wood**

Deborah reviewed handouts of the Division's activity statistics.

The license issuance summary report for October 1, 2004 through September 30, 2005 was prepared in accordance with an amendatory act requiring the Department to issue an initial or renewal license within six months after receiving a "completed application" or return the license fee and reduce the license fee for the applicant's next renewal if the Department failed to issue or deny a license within the six months. The report indicates 22 licensees were issued over 180 days and 22 licensee fees were refunded; 46 renewals went over 180 days and 46 renewal fees were refunded.

An activity report for March 2004 through September 2006 shows the number of facilities and capacity growing since 2002. Significant progress to renew licensees more timely has been made.

The special investigation performance activity statistics showed a big jump in complaints received in September 2006. Deborah said that statutorily, the Department has 15 days to initiate a complaint. The Division holds higher standards for themselves and tries to initiate a complaint within 5 days but 98% are initiated within 24 hours.

A chart showing a ratio to number of facilities and complaints to number of consultants indicated an increase between 2000 and 2006 due to a decrease in consultants.

Kathleen Murphy indicated this increased ratio is the reason she encourages the Adult Foster Care Licensing Advisory Council to participate in the Cooperative Quality Assurance Workgroup. Kathleen indicated the Cooperative Quality Assurance Workgroup is looking at ways to approach complaints and renewals so they can better use limited resources.

Deborah provided statistics showing use of the Workforce Background Check website. Nearly 50,000 people have used the website. Michigan State University set up the website and they are continually improving the website to make it more user friendly for licensees, employees and staff.

Deborah said with previous legislation the Department checked background by name but now by fingerprints. The new background check legislation is considered a success and Michigan is recognized as a leader.

Kathleen said legislation and its intent continue to be discussed and reviewed for reporting to the Federal government.

Deborah indicated the newest development is the Rapback. A licensee is notified by the Department when an employee who has been fingerprinted since April 1, 2006 and has been arrested, arraigned or convicted since that time.

An employee eligible to work under the old statute is considered to have "exempt" status under the new statute because they were hired prior to 4/1/06. Starting 1/1/07, the exempt status employees have to submit their fingerprints under the new statutory requirements prior to 4/1/08.

Deborah said a PowerPoint presentation is available for use as training for the background check statute.

Deborah reported that an Adult Foster Care/Home for the Aged Licensing Staff Meeting was held on October 17, 2006. All trade associations attended and gave informative presentations that received positive feedback from staff. Staff was provided with training for exit conferences. In the afternoon, staff were given an update on the Cooperative Quality Assurance Workgroup and introduced to Wisconsin's Regulatory process and what Michigan plans to take from the Wisconsin Model.

Deborah reported that training has been approved for 8 staff to attend an Edna Gates Conference on Alzheimer's Care and 6 staff attended Critical Care Issues in the Care of Older Adults: Dementia Conference on October 5, 2006.

Six staff left the Division last year and 5 have been replaced.

**Public Comment**

None

### **Other**

Kathleen Murphy said she would like to suggest that in an order to formalize efforts between the Adult Foster Care Licensing Advisory Council and the Cooperative Quality Assurance Workgroup, that the Cooperative Quality Assurance Workgroup be made a subcommittee of the Council.

After discussion it was the consensus of the Council that the formality between groups be addressed in the By-laws amendments to be discussed at the February Council meeting. Sally Steiner will provide Marva Chambers with suggested wording to present to the Council

### **2007 Meeting Schedule**

February 15, 2007	AFC Council 1 - 2:30 p.m. Cooperative Quality Assurance 2:30 - 4:30 p.m. 7109 W. Saginaw, 2 <sup>nd</sup> Floor Conference Room
May 17, 2007	AFC Council 1 - 2:30 p.m. Cooperative Quality Assurance 2:30 - 4:30 p.m. 7109 W. Saginaw, Conference Room 2-1
August 16, 2006	AFC Council 1 - 2:30 p.m. Cooperative Quality Assurance 2:30 - 4:30 p.m. 7109 W. Saginaw, 2 <sup>nd</sup> Floor Conference Room
November 15, 2006	AFC Council 1 - 2:30 p.m. Cooperative Quality Assurance 2:30 - 4:30 p.m. 7109 W. Saginaw, Conference Room 2-1

### **Adjournment**

The meeting was adjourned at 2:30 p.m.